



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

June 4, 2002

TO: Agency Budget Officers

FROM: Candace Espeseth, Assistant Director
Budget Division *Pam Davidson for*

**SUBJECT: INFORMATION NEEDED FOR THE IMPLEMENTATION OF SHB 1268,
THE CIVIL SERVICE REFORM BILL**

As mentioned in a recent memo to agencies from Fred Kiga, Marty Brown, and Gene Matt, (Funding for Shared Services/Human Resource Information Systems Development and Collective Bargaining and Civil Service Reform, dated June 3, emailed on June 4) SHB 1268, Section 322(1), requires the Office of Financial Management to fund the cost of labor relations services through a revolving fund charge to agency employers. Beginning on July 1, 2002, state agencies (excluding higher education institutions) will be charged a fee for all bargaining unit positions in the classified service. In order to correctly apply the fee, it is necessary to know what portion of employees in the classified service are "represented" employees.

In the future, this information will be collected through the regular budget process. For the initial period, however, OFM is requesting that agencies provide us with the number of FTEs among their classified employees who are represented by bargaining units, and the total salaries for these employees as included in your agency's approved allotments.

For reference, we are attaching a spreadsheet that contains agencies' most recent B-6 FTE and salary data. If your agency has employees that are in jurisdiction AA (State Personnel Board Classified), jurisdiction AB (Higher Education Classified), or AM (Initiative 732 Annual COLA Increases), you are asked to respond with the FTE/salary information noted above. Exceptions are institutions of higher education¹ or an agency whose employees are excluded from the provisions of SHB 1268.² An example response is attached.

¹ "Institutions of higher education" means the University of Washington, Washington State University, Central Washington University, Eastern Washington University, Western Washington University, The Evergreen State College, and the various state community colleges.

² The Department of Personnel, the Office of Financial Management, and the Public Employees' Relations Commission.



Payroll data is the likely source of this information. Please work with your agency's Human Resources manager to determine which classified employees are members of bargaining units. The bill defines "employee" as follows:

Sec. 321(6) - "Employee" means any employee, including employees whose work has ceased in connection with the pursuit of lawful activities protected by this chapter, covered by chapter 41.06 RCW, except:

- (a) Employees covered for collective bargaining by chapter 41.56 RCW;
- (b) Confidential employees;
- (c) Members of the Washington management service;
- (d) Internal auditors in any agency; or
- (e) Any employee of the commission, the office of financial management, or the department of personnel.

Please return this information to Jane Sakson, Statewide Compensation Analyst, via email at Jane.Sakson@ofm.wa.gov. You may direct questions to Jane via email or at (360) 902-0549. Please have this information to Jane no later than **Wednesday, June 19, 2002**. Agencies not responding will be assessed using information available from Department of Personnel, or the statewide average rate of classified staff who are members of bargaining units.